

Outlook Web Access Login Instructions

Summary

This document provides basic instructions on how to access your electronic mail (e-mail) using Microsoft's "Outlook Web Access" feature. Outlook Web Access, or OWA, allows you to use a web browser to access your Microsoft Exchange mailbox.

The Outlook Web Access program (OWA) does not provide the same level of features and options that the Outlook e-mail client does. To see a feature comparison between the full Outlook client and a web browser (OWA) open the following URL: <https://webmail1.maf.nasa.gov/exchange/MAPI&WebClients.pdf>

How To Access OWA

To access e-mail using a web browser and OWA perform the following steps:

1. Make sure you are connected to the Internet. Open your web browser and connect to the following URL: <https://webmail1.maf.nasa.gov>. The steps you take next depend on your particular web browser. If you're using Netscape follow the instructions below for the Netscape web browser. If you're using Internet Explorer follow the instructions below for the Internet Explorer web browser. If you're using another web browser consult the help or documentation for the web browser to determine how to handle unrecognized server certificates. Currently only Netscape version 4.5x or higher and Internet Explorer 5.xx or higher are supported although other browsers may work.

Netscape browser:

- a) The "New Site Certificate" dialog box appears. Click the "Next" button.
- b) Click the "More Info..." button to view information regarding the issuer of the certificate. Click the "OK" button when you're finished viewing the details. Click the "Next" button to continue.
- c) Select the "Accept this certificate forever (until it expires)" radio button. Click "Next". Click "Next" again; click "Finish" to continue to log on to OWA. You will only have to perform these steps the first time you connect to the web server.

Internet Explorer browser:

- a) Simply click the "Yes" button to continue. You must click "Yes" every time you connect to the web site. ☺
2. When you've connected to the web server the main login page will appear. In the dialog box enter your e-mail alias and click on the "Click Here" button to continue. If you are unsure of your e-mail alias see the "Notes" section at the end of this article and look under the heading "Determining your e-mail alias". You will be prompted to enter your user id and password to continue. Enter your MAF NT domain user id and password in the appropriate fields and click "Ok". You do *not* need to put "MAF" in front of your user id.
 3. You will now be in your Inbox. The OWA program only displays 20 messages at time; this is not a configurable option. To view additional messages click on the arrows next to the "Page" field displayed below the browser's address bar. Online help information regarding the various functions of OWA is available by clicking the "?" displayed below the browser's address bar.
 4. To sign out click on the "Log Off" icon in the left side of the browser window. You are not logged off until you actually close your web browser. You **must** click the "Close Browser Now" button or close the web browser yourself to complete the log off process. If you change your mind before you close the web browser and decide you want to log back on then click the "Logon Again" button.

NOTES

Determining Your e-mail Alias

You can determine your alias by looking up your name in Outlook's Global Address Book, or GAL. Open the Microsoft Outlook application and click on the "Tools" menu and then select the "Address Book" option. Optionally you can hold down the CTRL, SHIFT, and B keys simultaneously to access the Address Book (CTRL+SHIFT+B). The Address Book dialog box will appear. In the right side of the dialog box click on the drop-down box listed under "Show names from the:" and select "Global Address List". Scroll through the list of names in the GAL until you see your name. Highlight your name, select the "File" menu, and click on "Properties". Alternatively you can highlight your name, right-click with the mouse and select "Properties" from the drop down list. The properties sheet for your mailbox will now appear. On the "General" tab there is a field called "Alias:". The value of this field is your mailbox alias and you should enter this value when you first connect to the web server.

Tip: you can reduce the amount of time it takes to locate a name within the GAL by typing the first few characters of a user's last name. The application will attempt to match what you type with the nearest entry in the GAL.

Working With File Attachments

If you double click on an attachment in your Inbox and you are using the Internet Explorer web browser you are given the option to either open the attachment or save it to disk. If you are using the Netscape web browser your only option is to save the attachment. Once you have saved the attachment you may open it by double clicking on it or using the attachment's associated application to open the attachment (e.g., you save a Microsoft Word document then run Microsoft Word and open the attachment using Word's "File" menu).